TK20 User's Manual

Field Experiences for Student-Teachers

Prepared January 2015

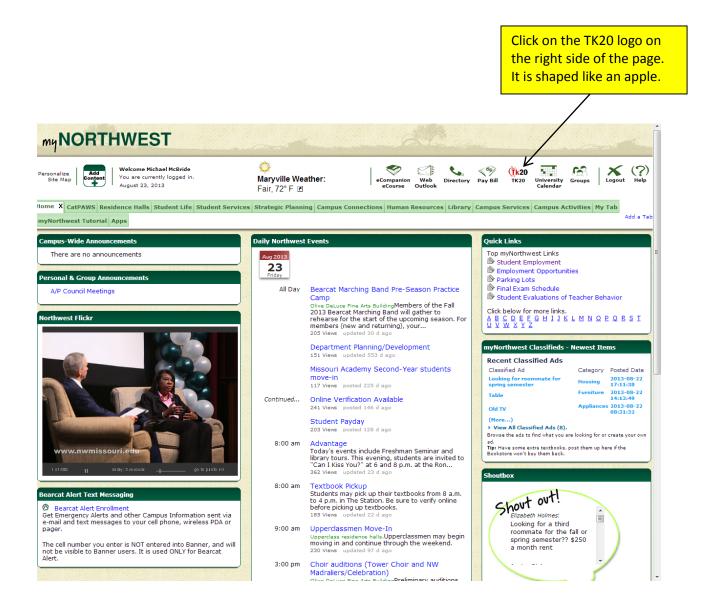
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1. TK20 Login

First, login to My Northwest. (https://my.nwmissouri.edu/cp/home/displaylogin). If you encounter problems while logging into the system, contact IT department at 660-562-1634.



Click on the TK20 logo once more

My NORTHWEST















TK20 Assessment System

Next Stop, Tk20!

You are almost ready to access the data management system that is helping education students and faculty organize, store and score their work.

For faculty members, univers supervisors and students who have already purchased a Tk20 subscription, please click this logo:



Students Purchasing Tk20

If you are a student who needs to purchase a Tk20 subscription, please follow these instructions:

- 1. Click on the Tk20 logo above
- 2. On the following error page, click on the link titled "register or purchase new account"
- When prompted for your "username", enter your 919 number
 If you have purchased a Tk20 booklet at the bookstore, enter the code provided in the booklet
- 5. If you would like to purchase your subscription online, enter your credit card information

NOTE: After logging into Tk20 for the first time all users will be locked out of the system for 48 hours while their information is confirmed. This period will last longer if incorrect information has been input by the user.

Please contact Tk20@nwmissouri.edu with problems related to purchasing your subscription.

University Supervisors Who Cannot Login to Tk20

If you are a university supervisor who has been able to login to myNorthwest but cannot login to Tk20 by clicking on the above logo, please request assistance at Tk20@nwmissouri.edu

Learn to Use Tk20

For more information and updates about Tk20, along with training resources explaining how to use every facet of Tk20, please view out update site here:

http://www.nwmissouri.edu/dept/peu/tess/tk20/index.htm

Also, Tk20 has provided tutorials that users may find useful here:

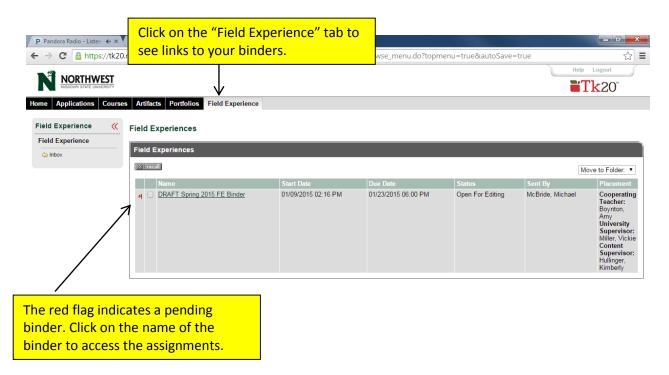
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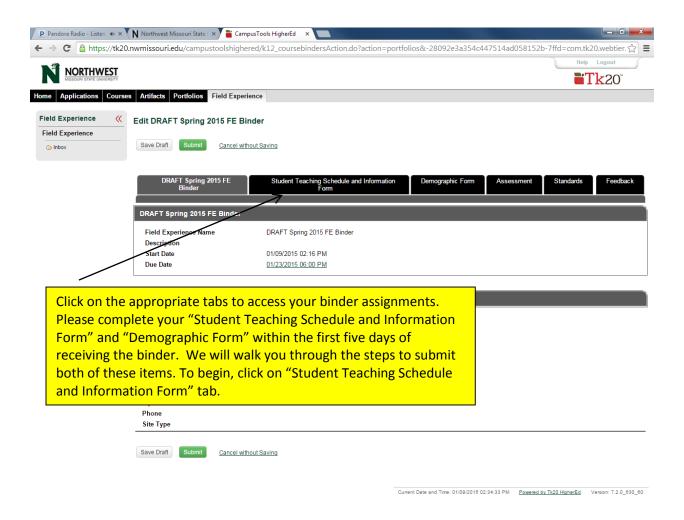
2. Field Experience Binder

You will receive a binder for each student teaching placement. This placement binder will include two items for you to complete: Student Teaching Schedule and Information Form and Demographic Form. The Student Teaching Schedule and Information Form includes information on your daily schedule and is used by your University Supervisor to determine when to observe you. It also includes information necessary to recommend you for certification. The Demographic Form will include data from your classroom that is also needed in your MoPTA Task 1.

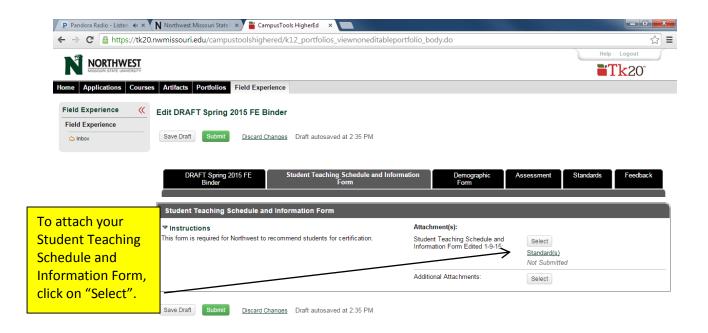
In addition to each placement binder, you will receive a final binder near the end of the semester. The only assignment included in the final binder will be a Disposition Assessment, which you will use to assess yourself according to different types of professional behavior and attitudes that you exhibited.

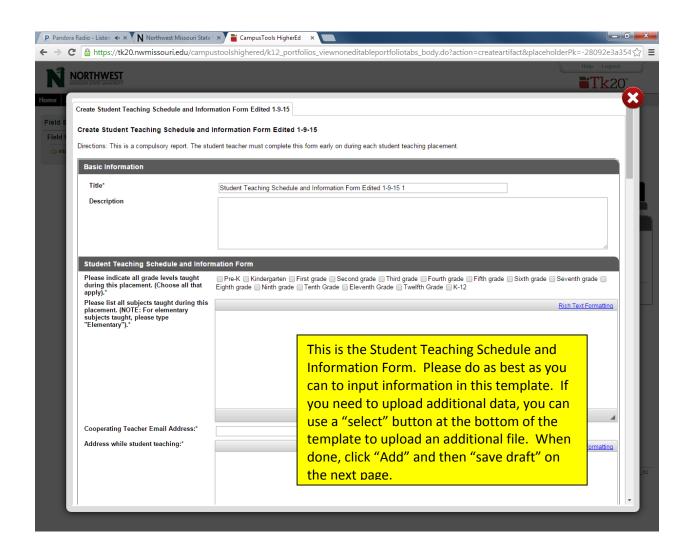
Binders are a shared space on Tk20, where University Supervisors, Cooperating Teachers and Content Supervisors (if applicable) assess your skills as a student teacher. These assessors complete formative, summative and disposition assessments on you. These assessments can be viewed by you at any time by clicking into a binder and clicking on the tab titled "assessments". In like manner, these supervisors can also view anything that you upload to your field experience binders.



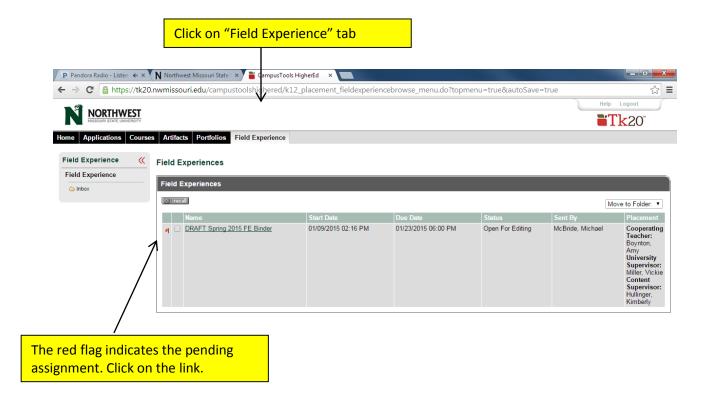


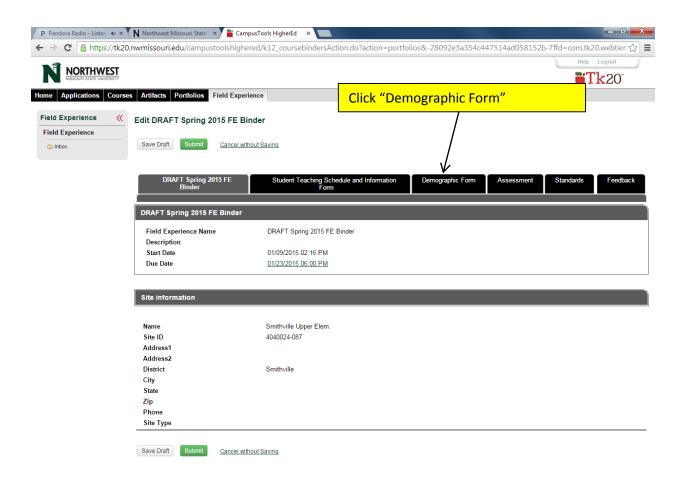
HINT: You can click on the tab titled "Assessment" to view assessment results completed by your supervisor and teachers. Ignore the tabs titled "Standards", "Extensions" and "Feedback".

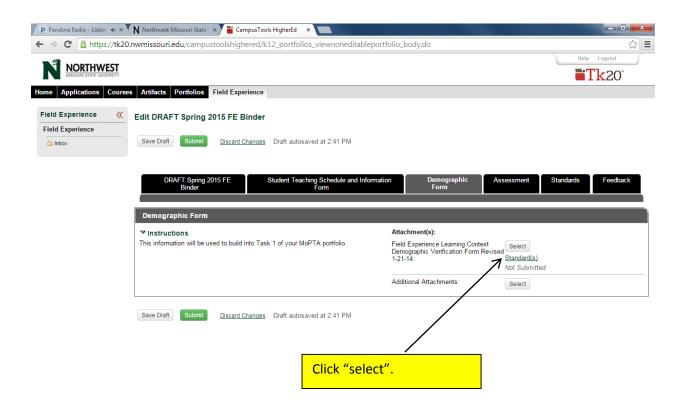


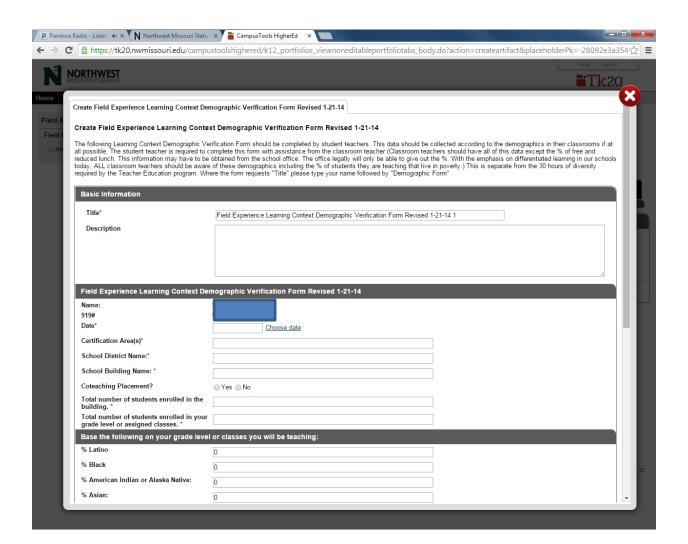


3. Demographic Form









Fill in the form. The asterisks (*) indicate which fields are mandatory.

You can upload a file for additional data. This is optional.

Scroll down to fill out the complete form. Then click "Add" button.

*HINT: This will return you to the binder homepage. Click "Save Draft" on this page once you have uploaded each file. Do not click "Submit" until all of your work is uploaded to each binder.

4. Contact Information

First stop:

If you have a question about Tk20 or student teaching, ask your University Supervisor first.

Second stop:

Consult Tk20 Information website (for Student-Teachers): http://www.nwmissouri.edu/dept/peu/tess/tk20/faq.htm

Third stop:

Contact us using the Tk20 email account: tk20@nwmissouri.edu

Fourth stop:

Finally, if no answer is heard back within two days, contact Mike McBride directly at mam77@nwmissouri.edu or 660-562-1089.